



<i>Title:</i>	Director of Advancement Services
<i>Reports to:</i>	Assistant Headmaster for Institutional Advancement
<i>Status/Hours:</i>	Full-time 40 hours per week. Normal business hours are M-F, 8:00 a.m. - 4:30 p.m. Additional hours may be required. Schedule may vary according to department and Salisbury School needs.
<i>FSLA:</i>	Exempt
<i>Classification:</i>	Staff
<i>Date:</i>	November 2020

Position Purpose:

The Director of Advancement Services is an integral member of the Development team, working closely with team leads and reporting to the Assistant Headmaster for Institutional Advancement. The Director is responsible for overseeing the Advancement Services team, including the Gift and Database Coordinator, and is responsible for the integrity, security, and accurate dissemination of all data that supports the advancement of the School.

The Director of Advancement Services serves as the primary information technology expert within the Development Office and is a liaison between the Development Office and the Information Technology Department (IT).

Essential Duties:

- Oversee the maintenance, enhancement, and upgrades of a constituent database with 13,000+ records, including the collection, storage, and analysis of biographical information. Troubleshoot daily database users' questions. Serve as primary contact with the database software vendors.
- Supervise staff members who handle biographical information gathering, data entry and gift recording.
- Serve as liaison from Development to IT, overseeing workflow of all technology-focused projects within Development.
- Manage all imports/exports of data between the Development database and campus-wide databases, as well as relevant off campus databases.

- Work with program directors to develop methods to increase efficiency and advance their programs through the use of technology.
- Ensure clear and complete documentation of all database-related policies and procedures.
- Generate, customize and maintain reports for Development and Business Office
- Works with the Business Office on gift and pledge reconciliation and reporting, particularly at fiscal year-end. Provides data and documentation needed for annual audit.
- Serve on school-wide committees as needed.
- Work additional and/or irregular hours when required.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree or combination of education and work experience in related field.
- Minimum of five years' experience in Information Technology, relational database management, and data analysis, preferably in a nonprofit setting.
- Proficiency with Blackbaud's The Raiser's Edge software required.
- Outstanding commitment to high quality customer service.
- Experience directly supervising employees.
- Expertise in using desktop computers and general administrative software applications.
- Excellent organizational and project management skills. Detailed oriented.
- Strong written and verbal communication skills.
- Ability to work independently, makes good decisions, and troubleshoot problems.
- Demonstrated ability to work collaboratively as a member of a team.

Physical Requirements:

The physical demands listed below are representative of those that must be met by the employee to successfully perform the essential duties of the job:

- Ability to sit in a normal position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Finger dexterity required to manipulate objects with fingers rather than whole hand(s) or arm(s)
- Written and spoken communication skills
- Visual acuity within normal parameters
- Ability to perceive sounds at normal speaking levels with or without correction
- Ability to use video display terminal
- Requires substantial movement (motions) of wrists, hands and fingers with keyboard use
- Ability to lift and transport up to 25 lbs. without assistance

Additional Requirements:

- Successful completion of post offer criminal, credit, CT Dept of Children and Families, and CT Dept. of Education background screening.
- Work is performed on a smoke-free campus

The essential functions and basic skills have been included. This job description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should send an application and resume to mdonecker@salisburyschool.org.